

Monday November 25th 2013

Communication

- How is your communicating skills in your workplace? Who are you regularly communicating with at work?

I am pretty good at communicating with people at my workplace, usually I only have to talk with Shawn my supervisor.

- What is the main topic of conversation? When you don't understand something who do you go to and how do you ask?

The main topic of conversation is usually about what we are working on or he will ask me what I did on the weekend, when I don't understand something I ask Shawn the person who supervises me to help or I paraphrase to get a better explanation

- When work gets boring what do you do? Are you sitting doing nothing or are you asking for something to do? How do you ask for something to do?

When I run out of things to do I usually either ask if there are any other tasks that need to be done or else I look around and find things to do and clean up.

- What if you want to see something or do something you haven't done yet? How are you going to ask?

I would ask politely if I could see it or do it, and if he said no I would respect that and continue with my task.

- How to talk to customers? What do you need to remember?

I politely say hello and they ask if they need help with something. I need to remember not to swear because I am at the workplace not home.

- When you are asked a question that you don't understand, what do you do? What do you say to your employer?

If a customer asks me questions I don't understand I would tell them that I am just a student and I would go get them somebody who would know the answer to

the question they are asking. I would tell the employer that I was asked something I was unsure of and ask them if they could help the customer.